



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

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Braunstone Town & Thorpe Astley “*Citizens Advisory Panel*”INFORM.....CONSULT.....INVOLVE.....

22nd November 2023

Dear Citizens’ Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS’ ADVISORY PANEL** will be held in the **Ravenhurst Room** at **Braunstone Civic Centre** on **Thursday, 30th November 2023** commencing at **7.30pm**, the agenda for the meeting is set out below.

The Council extends an invitation to any interested local residents and user’s groups to attend the meeting to participate in the debate either by attending **Braunstone Civic Centre** or by video link using **Zoom Video Conferencing** (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/88182749235?pwd=cmTZVQeSUKxWmw1hbpcMgbbUzo3P0x.1>

Meeting ID: 881 8274 9235

Passcode: 698745

Yours sincerely,

Chief Executive & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive any disclosures of Interest in respect of items on this agenda.

3. **Minutes of the Meeting**
To confirm the accuracy of the Minutes of the meeting held 31st August 2023 to be signed by the Chairperson (**Enclosed**).
4. **Feedback/Progress with issues raised at previous Open Sessions**
To provide feedback and progress with pursuing issues raised at previous Citizens' Advisory Panel Open Sessions (**Enclosed**).
5. **Open Session**
To provide an opportunity for Panel members and attendees present to raise matters of public interest.
6. **Braunstone Town Council Results from Surveys**
To receive the results of the Town Council surveys, including feedback on current initiatives (**Enclosed**).
7. **Priorities, Projects and Financial Planning**
To receive the Council's medium term strategy along with the current priorities, objectives and capital plan. To determine whether they were relevant to address current and emerging issues faced by the Council and the community. To consider and comment upon progress during the current year and consider and identify any new issues and projects for 2023/2024 and beyond for recommendation to Policy & Resources Committee (**Enclosed**).
8. **Draft Climate Change & Environmental Action Plan**
To consider a proposed annual action plan to deliver the Climate Change and Environmental Strategy's Objectives (**Enclosed**).
9. **Braunstone Village Conservation Area Extension**
To receive an update on progress with proposals to extend the Braunstone Village Conservation Area to the South of Braunstone Lane (**Enclosed**).
10. **Arrangements for commemorating 80th Anniversary of D-Day in June 2024**
To share ideas and consider proposals for commemorating the 80th Anniversary of D-Day in June 2024 (**Enclosed**).

Next Scheduled Meeting: 29th February 2024.



NOTE:

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010*

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- *eliminate unlawful discrimination, harassment and victimisation;*
- *advance equality of opportunity between different groups; and;*
- *foster good relations between different groups*

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

BRAUNSTONE TOWN COUNCIL
MINUTES OF CITIZENS' ADVISORY PANEL
THURSDAY 31st AUGUST 2023

PRESENT: Councillor Imran Uddin (Chair), and Councillors Sam Fox-Kennedy, Satindra Sangha and Darshan Singh and residents John Dodd, Jayamati Chauhan, Barbara Haselgrove, Jack Haselgrove, Andrzej Stanislaw Jablonski, Anthony Mason, Talent Nyandoro, Satwant K. Singh.

Officers in Attendance: Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager.

1. Apologies

Apologies were received from Councillor Leanne Lee.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of the Meeting

The Panel received the Minutes of the meeting held on 1st June 2023 in order to confirm their accuracy and be signed by the Chairperson.

AGREED that the minutes of the meeting held on the 1st June 2023 be approved and signed by the Chairperson.

4. Open Session

This provided an opportunity for Panel members and attendees present to raise matters of public interest.

The following items were discussed along with proposed actions.

- a) the Welcome to Braunstone Town sign on the slip road off Fosse Park island is not noticeable by traffic coming from M1 and M69 motorway lane until it is too late to turn into the slip road. It was suggested that signage to Braunstone Town is included in the highway signs before reaching the Fosse Park island.

Proposed action:

- i. *to contact the local County Council to ascertain if a request can be made to Leicestershire County Council Highways department to install additional signage for Braunstone Town;*
- ii. *To include on the agenda of the next Braunstone Town Council Planning & Environment Committee meeting.*

- b) Comments were received regarding parking in Disabled Bays at Braunstone Civic Centre car park.
- i. Visitors to the centre not displaying Blue Badges when parking in disabled spaces;
 - ii. Braunstone Town Council staff parking in disabled spaces;
 - iii. Contractors using disabled parking spaces to store equipment during recent work to the library;
 - iv. Delivery vans using disabled parking spaces to drop off items to the Civic Centre and library.

Proposed action:

- i. *That all visitors to the Civic Centre and Library be advised that unless they display a Blue Badge they should not park in disabled bays.*
 - ii. *All staff to be reminded that parking in disabled parking bays without displaying a Blue Badge is prohibited.*
 - iii. *That contractors be advised that equipment compounds were to be set up in the agreed locations when work is carried out.*
 - iv. *Clear signage required showing disabled bays.*
- c) Car park lines at Braunstone Civic Centre need remarking as no longer visible. It was noted that relining the car park bays at Braunstone Civic Centre is included in the Town Council's Capital Plan work

Proposed action: to propose that the Capital Works to the car park be brought forward in the Capital Plan as a priority.

- d) Parking at Braunstone Civic Centre by Blood Donors. Large truck used to transport equipment for the NHS blood donor service blocks cars in when they arrive. Staff used to cone off the car park bays by the side of Millfield Hall on days when Blood Donors were booked in.

Proposed action: to reinstate putting out cones by Millfield Hall to prevent other vehicles parking on days when Blood Donors were due to attend.

- e) Concern was raised regarding the crossroads on Kingsway where several residents had witnessed accident as drivers travelling on the Kingsway were unaware of the crossroads despite some signage being in place.

Proposed action: to contact the local County Councillor to express concern at the number of accidents at the crossroads and request that Highways consider installing further signage to advise that vehicles must stop at the crossroads, to prevent further accidents.

- f) It was suggested that central white lines down Kingsway be installed as it was noted that the road was very narrow when passing vehicles and buses and drivers needed guidance on road position.

Proposed action: to contact the local County Councillor to request the central white lines be installed on Kingsway.

- g) Concern was raised at the number of white work/transit vans parked on residential roads, pavements and junctions.
- h) Suggestions were made to encourage community cohesion in Braunstone Town and Thorpe Astley and organise community events in the Town. It was noted that Braunstone Town Council organised annual events for the whole community including the summer fete, apple day, Programme of Events, events in the library and the new Thorpe Astley at the Beach event.
- i) It was noted that the new Walking and Cycling route through Meridian and Mossdale Meadows had encouraged an increase in pedestrians from Braunstone Town and Braunstone City area. Concern was raised that there was no lighting installed down Lubbesthorpe Bridle Road from Shakespeare Drive to Brockenhurst Drive entrance to the park. This had been suggested in the early plans for the Walking and Cycling route but Leicester City Council, who had led the project, felt that lighting the Bridle Road would primarily only benefit Braunstone Town residents.

Proposed action: to consider the possibility of installing lighting down Lubbesthorpe Bridle Road and include in the Capital Plan Programme.

- j) It was noted that a small pocket of land adjacent to Mossdale Meadows belonging to Jelson Homes had come up for sale and it was queried if the Town Council was aware of this and if so, and would the Town Council be considering purchasing the open space. It was confirmed that the Town Council was aware of the availability of the land but currently had no plans to purchase further land.
- k) Concern was raised regarding youths in the area which wore hoods and masks covering their faces which residents felt was intimidating. It was also noted that there had been an increase in burglaries in the area. It was suggested that concerned residents could attend the Community Development Committee meeting as the Police were invited to attend these to give an update on crime in the area. Residents could then raise any concerns with the police at the meetings.

5. Library – Community engagement/involvement and Social Inclusion

The Panel received an update on community involvement and social inclusion initiatives at Braunstone Town Library (item 5 on the agenda).

A report was due to be submitted to the next Community Development Committee meeting setting out a proposed criteria and procedures for considering new activities in the Library, taking into account the existing criteria for use of free rooms in the Town Council's other venues.

John Dodd advised that the Braunstone Heritage Archive Group had been running Family History tuition in the Library using the public computers but this had not been successful. It was difficult to undertake this when activities were taking place in the Library due to the noise. It was noted that under the Service Level

Agreement with the Braunstone Heritage Archive Group that they were permitted to access the Library out of opening hours for various activities.

AGREED

1. To note the report; and
2. to support the introduction of a criteria and principals for future use of the Library by organisations.

6. Braunstone Village Conservation Area Extension

The Panel received an update on the progress with proposals to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.

The Chief Executive & Town Clerk, read out a recent update received from Blaby District Council as follows:

Leicester City Council have “advised that in broad brush terms the plan is to get draft paperwork done by the end of September then Leicester City Council and Blaby do internal checks/consultations in October, and public consultations can take place on either side of the boundary in November, with potential adoption around the end of the year. As the latter aspect has some unknowns then clearly that could drift more into January”.

“This is really encouraging but does need to be caveated by the need for an agreed brief and price in order for Blaby District Council to be able to move forward on this. However, I do not expect this to slow down the above timetable. We will work on this with Leicester City Council and keep you updated. Also as previously discussed we will need to revisit the timetable we had drafted and ensure we arrange the ‘inception meeting’ with all three councils in attendance”.

It was felt that this was on optimistic timescale and that adoption of the proposed conservation area was unlikely to happen until early 2024 as the brief and proposed costs for the project had not yet been agreed. However, it was important to ensure that all the work and planning details were fully considered and included before progressing the adoption of the conservation area.

AGREED that the update be noted.

7. Improvements to Impey Close Play Area and Open Space

The Panel received outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space (item 7 on the agenda).

The proposed work included refurbishment of existing playground equipment and installation of additional play equipment in the playground along with installation of new safety surfaces. It was also proposed to install additional equipment for older children around the edge of the playground, refurbishment of the paths adjacent to the playground and installation of a bench adjacent to the sculpture at the end of the path.

It was suggested that lighting could be installed in the area as the paths were not lit.

AGREED that the proposals for the alternative equipment and revised layout of the play area be supported.

The meeting closed at 8:55pm.

NOTE:

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- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 30th November 2023.

CITIZEN'S ADVISORY PANEL

OPEN SESSION – ACTION UPDATE

TITLE	ISSUES RAISED	DATE RAISED	PROPOSED ACTION	TIMESCALE	UPDATE
Highway signs	Welcome to Braunstone Town Council sign on slip road off Fosse Park island too far back for M1 an M69 traffic to see before passing junction. Suggest signage included in highway signs before reaching Fosse Park island	31 st August 2023	<ol style="list-style-type: none"> 1. Contact County Council to ascertain if Highways department could install additional signage for Braunstone Town 2. Include on agenda of Town Council Planning & Environment committee meeting 	Before next meeting of Citizen's Advisory Panel	<p>Local County Councillor contacted on 18th September 2023 requesting change to signage. No response received</p> <p>Included on agenda P & E committee agenda. The Committee agreed to pursue the installation of the entrance sign with the County Council and County Councillor</p>
Disabled Parking Spaces at Braunstone Civic Centre	<ul style="list-style-type: none"> • Visitors to the centre not displaying Blue Badges when parking in disabled spaces • Braunstone Town Council staff parking in disabled spaces; • Contractors using disabled parking spaces to store equipment during recent work to the library; • Delivery vans using disabled parking spaces to drop off items to the Civic Centre and library. 	31 st August 2023	<ul style="list-style-type: none"> • All visitors to the Civic Centre/ Library be advised that unless they display a Blue Badge they should not park in disabled bays. • All staff to be reminded that parking in disabled parking bays without displaying a Blue Badge is prohibited. • That contractors be advised that equipment compounds 	Before next meeting of Citizen's Advisory Panel	<p>Remarking of parking bays and signage to be considered as part of Capital Plan</p> <p>Email sent on 11th August to all staff advising not to park in disabled bays.</p> <p>Contractors contacted on 11th August to advise about parking and</p>

TITLE	ISSUES RAISED	DATE RAISED	PROPOSED ACTION	TIMESCALE	UPDATE
			<p>to be set up in the agreed locations</p> <ul style="list-style-type: none"> • Clear signage required showing disabled bays. 		<p>setting up in disabled parking bays</p> <p>To remark out disabled parking bays</p>
Car park lines	Car parking bay lines at Civic centre car park very faded and require remarking along with disabled bay lines	31 st August 2023	Marking out of civic centre car park bays is on the Town Council Capital Plan. To consider moving this to a short-term project to undertake	For consideration at next managers meeting to consider Capital Works	Remarking of parking bays and signage to be considered as part of Capital Plan
Blood Donors Truck	Parking at Braunstone Civic Centre by Blood Donors. Large truck used to transport equipment for the NHS blood donor service blocks cars in when they arrive. Staff used to cone off the car park bays by the side of Millfield Hall on days when Blood Donors were booked in.	31 st August 2023	Proposed action: to reinstate putting out cones by Millfield Hall to prevent other vehicles parking on days when Blood Donors were due to attend. Senior Premises Officer asked to ensure that cones are put out by Millfield Hall prior to Blood Donors truck arriving.	Before next booking of Blood Donors at the Civic Centre	Cones made available at Civic Centre and would be put out when blood donors booked the centre.
Kingsway Crossroads	Concern was raised regarding the crossroads on Kingsway where several residents had witnessed accident as drivers travelling on the Kingsway were unaware of the crossroads despite some signage being in place	31 st August 2023	Proposed action: to contact the local County Councillor to express concern at the number of accidents at the crossroads and request that Highways consider installing further signage to advise that vehicles must stop at the crossroads, to prevent further accidents.	Before next meeting of Citizen's Advisory Panel	Local County Councillor contacted on 18 th September 2023 requesting that Highways consider installing further signage at the Kingsway Crossroads. No response received
Kingsway Central white lines	It was suggested that central white lines down Kingsway be installed as it was noted that the road was very narrow when passing vehicles and	31 st August 2023	Proposed action: to contact the local County Councillor to request the central white lines be installed on Kingsway.		No response received

TITLE	ISSUES RAISED	DATE RAISED	PROPOSED ACTION	TIMESCALE	UPDATE
	buses and drivers needed guidance on road position.				
Lubbesthorpe Bridle Path	Concern was raised that there was no lighting installed down Lubbesthorpe Bridle Road from Shakespeare Drive to Brockenhurst Drive entrance to the park following the installation of the new Walking & Cycling Route. This had been suggested in the early plans but Leicester City Council, who had led the project, felt that lighting the Bridle Road would primarily only benefit Braunstone Town residents.	31 st August 2023	To consider the possibility of Braunstone Town Council installing lighting down Lubbesthorpe Bridle Road and include in the Capital Plan Programme.	For consideration at next managers meeting to consider Capital Works	For consideration in Capital Plan

BRAUNSTONE TOWN COUNCIL
CITIZEN'S ADVISORY PANEL – 30th NOVEMBER 2023

Item 6 - Braunstone Town Council Results from Surveys

Purpose of Report

To receive the results of the Town Council surveys, including feedback on current initiatives.

Background

Braunstone Town Council undertakes consultations and surveys on various matters throughout the year in order to give residents to comment on proposed projects and policies.

Various consultations and surveys have been undertaken in 2023 and the results reported back to appropriate committee. A summary of the surveys and responses received is detailed below along with an appropriate comment on the query.

Review of Braunstone Town Council's Pitches Policy & Procedure – Consultation

Deadline: 9am on Monday 27th February 2023.

Two responses were received.

Consultation Response	Council Response/Action
Regarding the cancellation of matches. Can we give a time scale for cancellations as it has been on occasions that we book staff to open up TA and either the team do not show up, which means we have paid a staff member to go up to open up for nothing.	Football Terms and Conditions (10) amended to provide an extra paragraph where matches are cancelled at short notice or no one turns up for the Council to determine whether the match should be lost from the allocation where there has been cost/detriment to the Council.
Also, leaving changing rooms in a reasonable manner (Not cleaning football boots in the showers!)	Provisions already included in the Terms and Conditions.

Draft Sustainable Procurement Objectives; Consultation

Deadline: 9am on Monday 27th February 2023.

Three responses were received.

Consultation Response	Council Response/Action
Are we allowed to 'prioritise' suppliers? Would that seem to create potential complaints? Should we say something like: 'Suppliers should bear in mind that the Council is looking for services and works that: (a) to (h)?	Provided the Council undertakes open, fair and transparent procurement, it is able to set its own criteria for selecting suppliers. Adopting and publishing the Sustainable Procurement Objectives (a) to (h) would be compliant.
Is £5000 a bit low as a floor? E.g. would we really expect an environmental statement for a contract value of £5500?	If £5,000 is agreed as the lower limit, then yes. The Council can be flexible on the form in which the information is submitted and some amendments have been made to the text.
Do the requirements effectively rule out small local companies who do not have the resources to prepare an environmental statement but who otherwise might be able to do the job and meet our expectations?	The Council can assist the process by designing a one page question and answer form requesting information of how the supplier meets the objectives (a) to (h). It will be a matter for the supplier to determine how it responds (if at all). Some amendments are proposed to the text. The Council can only make a judgement based on the information available.

Review of Braunstone Town Council's Health & Safety Policy Statement – Consultation

Deadline: 12noon on Monday 14th August 2023.

Two responses were received.

Consultation Response	Council Response/Action
Vibrations – the ride on mower was uncomfortable to sit on for long periods due to the vehicle having no suspension and the vibrations are excessive.	No Policy Implications. Service Manager will risk assess the ride on mower and investigate precautions/ways of working to alleviate the length of time being used.
Pregnant workers – suggestion that a section be included in the policy to take into consideration extra precautions for pregnant workers.	Incorporated in Part 2 of the Policy – Dealing with Risks to Health & Safety.

Shakespeare Park Playground Improvement

Shakespeare Park Playground Plan 2023 / Shakespeare Park Sensory Island 2023 / Sensory Play Area Comparison Equipment.

Final Consultation was to inform residents of the proposed plans for the Shakespeare Park Play Ground Project.

No comments received

Review of Braunstone Town Council's Data Protection Policy

Deadline: 9am on Monday 23rd October 2023.

No comments received

IMPEY CLOSE PLAYGROUND AND FOOTPATH REFURBISHMENT PROJECT

Deadline: 9am on Friday 1st December 2023.

Two responses have been received to date. Consultation still ongoing.

Consultation Response	Council Response/Action
All the gravel footpaths need resurfacing not just the one from the top of Darien Way down to the sculpture. The one from the top of the village green next to the sculptured seating area down to Darien way is particularly bad. When it rains it sweeps stones and gravel down onto the footpath. This has been a particular problem for a few years now and it's getting worse.	Remedial work to the worst areas of the gravel paths would be taking place over the coming winter months by the Town Council Parks & Grounds staff. Professional advice regarding the repair of the two footpaths that form part of the Impey Close playground project will be sought.
A new swing seat for younger children and/or disabled children would be fantastic where they can be properly strapped in and any other equipment aimed towards young toddlers/young primary school age as most of the parks on Thorpe Astley don't have too much to them and my little boy would love it next Summer!	This can be considered when the tender requirements are drafted up.

Action Requested

That the surveys and consultations be noted along with the responses and comments received.

BRAUNSTONE TOWN COUNCIL

16th NOVEMBER 2023

Item 5 – Medium Term Priorities and Financial Planning

Purpose

To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategies.

Background

Braunstone Town Council first considered and published its Medium to Long Term Priorities and Financial Planning assessment in 2014, since then it has been revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated.

By 2018, the economic and political climate made it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value. Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

By identifying medium term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town's services and infrastructure.

Global Economic Context

On 10th October 2023, the International Monetary Fund (IMF) published its World Economic Outlook Report, which forecasts global growth at 3% in 2023 and 2.9% in 2024 (global growth was 3.5% in 2022). The report predicts that advanced economies are expected to grow by 1.5% in 2023 and 1.4% in 2024 (compared to 2.6% in 2022). The IMF forecast that global inflation will decline from 8.7% in 2022 to 6.9% in 2023 and 5.8% in 2024.

In short, while the global economy is forecast to grow, the rate at which it grows is forecast to steadily decline. Compared to the IMF report in 2022, both the growth forecasts are slightly lower and the inflation forecasts are slightly higher

UK Economic and Political Context

In June 2023, the OECD forecast UK GDP growth to be 0.3% in 2023 and 1.0% in 2024. The OECD predicts that “Government consumption and investment will continue to prop up the economy, before a gradual strengthening of private expenditure due to falling wholesale gas prices and improved global conditions”.

The Bank of England estimates that UK GDP declined by 0.5% in July and predicts that underlying growth in the second half of 2023 will be weaker than expected.

The Consumer Prices Index (CPI) rose by 6.7% in the 12 months to September 2023, the same rate as in August. On a monthly basis, CPI rose by 0.5% in September 2023, the same rate as in September 2022. Rising prices for motor fuel made the largest upward contribution to the change in the annual rates.

The Monetary Policy Committee on 20th September 2023 maintained interest rates at 5.25%. Headline inflation is projected to slow on the back of declining energy prices and to come down close to the Bank of England's 2% target by the second quarter of 2025.

In short, UK economic growth is predicted to be limited and while both inflation and interest rates are set to steadily fall, Councils are likely to continue to face higher costs and funding pressures for the foreseeable future.

Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2028/2029, which is based on the following assumptions:

- pension scheme costs, taking into account the 2022 valuation with a 6% pay increase this year (4% budgeted last year) and a 5% pay increase in 2024/2025 and 2025/2026, then 4% in the two subsequent years (2026/2027 & 2027/2028) and then 3% in 2028/2029;
- ensuring the Council pays the foundation living wage, predicted to be 20% over the next 5 years;
- 3% inflation on operational costs during 2024/25;
- savings from existing loans which mature during the period; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections are based on there being no contingency in the revenue budget of 2024/2025 and a reduction on the annual Capitals Projects budget of £10,000 (compared to 2016/17 levels) to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met.

These projections, using current tax base information, result in a 10.97% increase on the precept for 2024/25; a total for the year of:

- £13.50 on a typical band B property;
- £15.43 on a band C property; and
- £17.37 on a band D property.

Town Council Business Plan

The Council's Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

In addition to the Mission Statement, the Council has focused its resources on four main areas of activity (Strategic Aims) for the medium term to ensure effective delivery of initiatives and projects, given the limits on resources. The four Strategic Aims are supported by Delivery Objectives, which are reviewed annually. In addition the Council has key objectives relating to its Committees and Service Areas, which are also reviewed annually.

The Council's Mission Statement, Strategic Aims and Delivery Objectives, and the Service Objectives for 2023/2024 are set out in the Business Plan, attached at Appendix 2.

Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to the Council's Assets. The Capital Plan approved with the 2023/2024 budget in January 2023, which was updated by Council in June 2023, is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to both ensure the long term sustainability and efficiency of its services as well as responding to Climate Change.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget and identifies priority projects. Significant investment projects completed over in the last 3 years include:

- Shakespeare Park: site, new pavilion, tennis courts and play area;
- Braunstone Civic Centre: toilets, including installation of a Changing Places toilet, and kitchen facilities; and
- Climate Reduction initiatives: installation of solar PV panels, an air source heat pump and electric vehicle charging points.

The current Capital Plan (Appendix 3) contains 46 items; 10 of which are likely to be completed this year. Of the remaining 31 item, 24 are located at two locations as follows:

- Braunstone Civic Centre: 10 capital projects in the coming years; and a further 5 in the medium to long term; and
- Mossdale Meadows: 7 capital projects in the coming years; and a further 2 in the medium to long terms.

Investment in the Council's infrastructure, measures to reduce the Council's Carbon footprint and in improvements to biodiversity and Council services will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme. The current position with the reserves is attached at Appendix 4.

Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- balancing of annual operational income with annual operational expenditure;
- continued monitoring of the level of reserves and assessment of future investment needs;
- regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- forecast future year's expenditure on previous actual income and expenditure; and
- yearly assessment of the financial constraints.

Treasury Management and Investment Strategy

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks.

When Braunstone Town Council borrows, it does so only for projects identified in the Capital Plan and uses the UK Debt Management Office Public Works Loan Scheme, which provides funds for capital projects with fixed interest and capital repayments for the term of the loan. The Council provides for financing the capital and interest repayments on such loans through this annual Medium Term Priorities and Financial Planning process.

Braunstone Town Council deposits its funds in UK Bank Accounts only. While the sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme; the risk of losing large sums of money is considered low since during the financial crises of 2008 the UK Government took steps to prevent UK Banks at risk from collapsing.

The Town Council will consider this risk level when reviewing Corporate Risks as part of the Annual Governance Review and will identify any mitigating actions necessary.

Reserves Strategy

Braunstone Town Council will only maintain reserves for the following reasons:

- a capital receipt from the sale of land or assets to be invested in capital projects identified in the Capital Plan;
- commuted sums for the transfer of Public Open Spaces to offset significant one-off increases in precept and/or to invest in capital projects identified in the Capital Plan;
- grants and/or loans received for delivering capital projects identified in the Capital Plan;
- earmarked funds to meet the Council's Medium Term Financial Forecasts or for unexpected capital expenditure or emergencies;
- earmarked funds received which are designated for a specific purpose, e.g. donations to the Town Mayor's Charity;

- a sum approximately equal to 3-6 months of Net Revenue Expenditure should be maintained as the General (non-earmarked) Reserve, in accordance with good practice; and
- other reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

Where, during and at the end of a financial year, an underspend occurs then the priority is to rebuild balances rather than find alternative spending. Therefore, except where there is a requirement or in exceptional circumstances, the underspend against the annual budget will be used to increase the level of the Council's general fund balances at the end of the financial year.

Income Pressures

1. Reduction in the Council Tax Base

As the cost of meeting Council Tax Benefit payments is charged against billing authorities Collection Fund, any significant increase in the number of benefit claimants as a result of a recession and the rising cost of living will result in a reduction in the Council Tax Base figures; which means the Council Tax charge would have to increase to set the same budget as the previous year.

Coupled with the impact on the Council's finances resulting from the loss of the Council Tax Support Grant, a significant reduction in the Council Tax Base will have a severe impact upon the Council's ability to deliver Capital Projects, protect its services and recover its reserves, without a significant percentage increase on the precept.

2. Pressure on income from Facility Hires

There was an uptake in one-off bookings (e.g. party/functions) when re-opening the Council's Community Facilities following the Covid-19 restrictions. Civic Centre hire income between 1st April 2022 and 30th September 2022 was £40,000.71 (60% of the 2022/2023 budget of £67,384). At the 31st March 2023, Civic Centre hire income was £87,504.44 (23% over the budgeted income for the year). Thorpe Astley Community Centre hire income to 30th September 2022 was £7,293.84 (75% of the 2022/2023 budget of £9,632.35). At 31st March 2023, Thorpe Astley Community Centre hire income totalled £11,319.90 (15% over the budgeted income for the year).

In the period 1st April 2023 to 30th September 2023, Civic Centre hire income was £36,287.02 (54% of the 2023/2024 budget of £67,384). Thorpe Astley Community Centre hire income was £4,504.83 (42% of the 2023/2024 budget of £10,670).

The above figures indicate that there was a backlog of function hires due to the Covid-19 pandemic and restrictions and that hires are returning to their pre-pandemic levels. It is also possible that the squeeze on household incomes, which is likely to continue in the 2024/25 financial year, is also beginning to have

an impact. Most of the regular hirers have returned, along with new hirers joining the regular hirer's scheme.

Given the economic pressures many are facing, to increase hire charges in line with inflation or the projected increase in precept over the next 2 years is likely to have an additional negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community.

In the case of the Civic Centre, the facility will be more attractive with the delivery of the priority Capital Project to improve the toilet facilities and the kitchen facilities of the Civic Community Lounge to enable it to operate a Café service.

The projections at Appendix 1 assume that the income from facilities hires will remain steady; the figures do include the cost of a full staff establishment. There are currently some Duty Officer vacancies and this post has a regular turnover of personnel; therefore, in the short term there is potential to manage vacancies, staff recruitment and contracted hours to balance budgets in the event of a downturn in facilities income. Equally if hires/bookings and the associated income starts to climb, resources will be available to pay staff additional hours to avoid large accumulations of hours.

3. Pressure on Facility Operators

In addition to income from facility bookings; the Council receives income from partners and private operators who provide services from our facilities. This includes the Operator of the Civic Community Lounge, the provider of the Nursery/Pre-School at Thorpe Astley Community Centre, and Kingsway Surgery who provide the branch service at Thorpe Astley.

Both the operator of the Civic Community Lounge and the provider of the Nursery/Pre-School have faced a difficult business environment following the Covid-19 pandemic. Both have worked with the Council, which approved a reduction in their respective contract payments in order that their operations continue to be viable. These have now returned to normal. In the case of the Civic Community Lounge, trading going forward will be supported with the completion of the kitchen facilities, which will enable it to operate a café service in addition to the bar service.

Continued pressure on household incomes could exacerbate pressures on these operators and the Council will similarly need to weigh up the economic value against the social value of these contracts if trading becomes difficult.

Expenditure Pressures

1. Inflation

While inflation has reduced to 6.7% in the year to September 2023; compared to 10.1% in the year to March 2023; the increases in utility and fuel costs and in the cost of goods generally continues to put pressure on the Council's finances.

With energy and fuel costs remaining high compared to 2021 levels, it continues to be a priority to invest in carbon reduction initiatives in accordance with the Climate Change & Environmental Strategy and Action Plan. While such initiatives will reduce pressure on operational budgets, there are significant upfront costs to deliver the investment along with project management and delivery costs.

2. Cost of Borrowing

Public Works Board lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields. The cost of this borrowing was between 1.7% and 1.9% (depending on the term of the loan) in January 2021; by October 2022, the interest repayments had increased to between 5.9% and 6.2%. Current interest rates (October 2023) have stabilised between 5.5% and 5.8%.

Two of the Council's loans matured in 2022; therefore, the annual repayment cost has been saved this financial year. Once loan matures this year, meaning the annual repayment is saved from 2024/2025. In addition, another four loans mature over the period of this plan and have been included in the projections at Appendix 1.

As things stand, Public Works Loans are the most attractive way to deliver many of the objectives set out in the Council's Capital Plan and including the actions resulting from the Carbon Audit under the Climate Change and Environmental Strategy.

However, given the current position with Government finances and the ongoing inflation pressures in the economy, there is a limit to the amount of borrowing the Council can fund, which potentially restricts or reduces the Council's ability to deliver capital and infrastructure improvement projects.

3. Staff Salaries

National Joint Council (NJC) has yet to commence pay negotiations for 2024/2025, given there is currently no agreement between the employers and unions in respect of the pay deal for 2023/2024.

On 23rd February 2023, and reaffirmed on 17th August 2023, the National Employers agreed unanimously to make the following one-year (1st April 2023 to 31st March 2024), full and final offer to the unions representing the main local government NJC workforce:

- an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive;
- an increase of 3.88% on all pay points above the maximum of the pay spine but graded below deputy chief officer; and
- an increase of 3.88% on all allowances.

This offer would achieve £12.18 hourly rate on the Council's lowest scale point 5, an 8.92% increase.

Overall, if implemented, this offer amounts to a 6% increase in salaries for the current financial year. The adjustment is included in the Revised 2023/24 figures at Appendix 1.

The NJC trade unions have rejected the offer. The GMB have already organised some local industrial action. Unison have written to their members to state that they will not be taking industrial action at this time and will be working with the other NJC unions to resolve this year's pay dispute. Unite have subsequently issued a statement that there will be strikes this autumn in a number of councils.

Once a pay deal is agreed, payment will be backdated to 1st April 2023.

To meet the ongoing annual pay increases and ensure that the Town Council continues to meet the Living Wage Foundation rates; as 5% pay increase is estimated for 2024/2025 and 2025/2026, then 4% pay increase in the two subsequent years (2026/2027 & 2027/2028) and then 3% in 2028/2029. These increases are based on predicted CPI inflation for the respective financial year previous, with an additional percentage in subsequent years, and have been built into the income/expenditure projections at Appendix 1.

4. Pension Costs

All eligible staff have been auto-enrolled in the pension scheme and no eligible staff have opted out.

The actuarial valuation of the Leicestershire County Council Pension Fund is undertaken every three years, with that last valuation based on the position of each employing body at 31st March 2022.

Braunstone Town Council's employers' contribution rates for the three year period 1st April 2023 to 31st March 2026 will be 21.4%. This is reduced from 22.1% in the previous period 2019/20 to 2022/23. However, remains up on the 19.79% contribution rate prior to 2019/20.

However, the increase in salaries of 7% last year and potentially 6% this year, with the likelihood of slightly above inflation increases in the coming years, will put ongoing pressure on the Council's overall pension costs, which have been included in the revised and subsequent year projections at Appendix 1.

5. Rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services.

On 22nd September 2022, the Living Wage Foundation announced that the rate

increased by 10.1% in the UK, more than ever in the Living Wage Foundation's 11-year history reflecting sharp increases in living costs.

The Living Wage rates for 2023/2024 were announced on the 24th October 2023. The rate increases from £10.90 to £12 an hour (9.6%). Participating employers have 6 months until May 1st 2024 to implement it. The lowest NJC pay scale on Braunstone Town Council's establishment is scale point 5, which is paid £11.18 per hour. Scale point 5 to 8 are currently paid an hourly rate below £12. There are currently 3 members of staff who are paid on scale point 6 at £11.39 per hour, which will become £12.38 if the NJC employers offer (above) is accepted by the trade unions.

However, further increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some posts in the coming years.

6. Other Public Service Providers

Increasing costs and a squeeze on public spending has put significant pressures on the revenue budgets of Principal Authorities, the NHS and the Police. While the Town Council doesn't receive funding directly from Central Government, cuts to public services in the community provided by other bodies will continue to put pressure on the Town Council to either take on services directly or provide an alternative. Picking up principal authority services which have been either devolved or taken over by the Town Council will put further strain on the Council's revenue budgets and reserves and either lead to further rises in the parish precept and/or significantly restrict the delivery of the Council's Capital Plan.

Current Financial Year (2023/2024)

When setting the budget for 2023/2024, it was predicted that the Solar Panels and Air Source Heat pump would be installed during April and May 2023 and therefore, would produce almost a full year of projected savings. However, the solar panels were installed during September and October and the Air Source Heat Pump was commissioned at the beginning of September. As a result, on 30th September 2023, there is a £24,782 overspend against the full year utility budgets, coupled with no export energy income. Furthermore, due to the scaling down of the solar installations at all three sites, the predicted annual saving and revenue from export will be reduced compared to the budgeted figure.

Vehicle costs amount to £10,063 on 30th September 2023 out of an £11,000 annual budget.

In addition to the above, the NJC employers pay settlement for 2023/24 is 6% overall for the Town Council's staff. The budget approved in January 2023 provided for 4%. This will leave a deficit of £13,184 in the salary and pensions budget.

The actual position in the revenue budget for the current financial year (2023/2024) for 1st April 2023 until 30th September 2023 is as follows:

	Budget (Half Year)	Actual (Half Year)
Income	£687,045	£486,122
Expenditure	£688,545	£542,541
Difference	-£1,500	-£56,419

With the number of ongoing capital projects being delivered and reserved funds (e.g. income received in the last financial year for expenditure this financial year; it is difficult to quantify the year outturn figure. Once all the major projects are completed, income drawn down and payments made, estimated to be by the end of November 2023, then it will be possible to ascertain the predicted ongoing expenditure and identify an outturn figure for 31st March 2024. This figure can be used as part of the budget setting process for 2024/2025.

Reserves

Following the loss of the Council Tax Support Grant in 2018, the transfer of the Library Service in 2019, and income and expenditure following the Covid-19 pandemic and increases in the cost of living (including a £40,000 overspend on 2022/23 salaries); the Council has used £117,000 from its reserves over the past five years to offset significant increases in the Council Tax precept in one year.

The position with the reserves on 31st March 2023 and 30th September 2023 is enclosed at Appendix 4.

In the Internal Audit report of 2023, contained the following:

Reserves; the current guidance regarding the general reserve held is set out in The Practitioners' Guide (2023) paras 5.32 - 5.36. For authorities with income and expenditure in excess of £200,000 the generally accepted recommendation with regard to the appropriate minimum level of general reserve is 3 months of net revenue expenditure. In discussion with Darren, we concluded that for the audit year 2022-23, that would suggest approximately £180,000 but the actual figure was considerably lower and less than 50% of the guideline figure. Whilst the Practitioners' Guide is just that ie guidance and whilst the calculation of reserves is not an exact science, it is appropriate and prudent that the council reviews its current position against the guidance to confirm or if necessary amend its plan in respect of the sums held.

The External Audit of 2023 also highlighted the position with the Council's Reserves:

Reserves are considered to be low and could pose a risk to the Town Council's ability to function in the future. The Council has provided explanations for this and assurances that it is considered in their budgetary procedure, and we have reviewed your Medium Term Priorities and Financial Planning document. The 2023 budget was for a small surplus but returned a more significant deficit which raises concerns in respect of the veracity of the budgeted future years figures which each provide for

a small surplus. We would anticipate that following this outturn the Council will be reviewing its financial position and its future budgets.

For the first year since 2018, the projections at Appendix 1 do not include any proposals to utilise reserves to balance revenue budgets and offset precept rises. In addition, the projections set out a plan to replenish these reserves annually from 2026.

Committee Consideration

Policy & Resources Committee on 2nd November 2023 received an assessment setting out the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategies (Policy & Resources Committee minute 45).

Where an underspend occurred, the Committee considered it a priority to rebuild balances rather than find alternative spending. Therefore, the Committee resolved "*that the Reserves Strategy contain a commitment for net underspends against the annual budget to be placed into balances*". A paragraph has been included at the end of the *Reserves Strategy* section of the report above.

Subject to the above, Policy & Resources Committee recommends to Council that it adopts the recommendations, for the reasons set out, below.

Recommendations

1. That the current projections attached at Appendix 1, based on known financial pressures identified in the report, be noted;
2. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
4. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

Reasons

1. To provide a foundation for preparing budget estimates for 2024/2025 and beyond.
2. To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.
4. To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.

APPENDIX 1 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS

	Original 2023/24	Revised 2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
Operational Requirement	£261,497	£261,497	£291,884	£274,758	£285,291	£290,550	£295,867	
Plus Increase in costs	£41,727	£41,727	£8,757	£13,738	£8,559	£8,717	£8,876	
Less Savings / Income Generation	£32,043	£11,340	£25,883	£3,204	£3,300	£3,399	£3,501	
Total including Savings	£271,181	£291,884	£274,758	£285,291	£290,550	£295,867	£301,242	
Pension Provision	£104,762	£107,136	£126,767	£133,105	£138,430	£143,967	£148,286	
Staff Salaries	£477,251	£488,061	£507,069	£532,422	£553,719	£575,868	£593,144	
TOTAL Staff Costs	£582,013	£595,197	£633,836	£665,528	£692,149	£719,835	£741,430	
Existing Borrowing Repayments	£82,464	£82,339	£68,853	£64,267	£57,681	£48,203	£45,311	
<i>Less Payments for Matured Loans</i>	<i>-£13,486</i>	<i>-£13,486</i>	<i>-£4,586</i>	<i>-£6,586</i>	<i>-£9,478</i>	<i>-£2,892</i>	<i>-£6,034</i>	
Civic Centre Improvements Borrowing	£11,091	£9,043	£10,511	£10,511	£10,511	£10,511	£10,511	
Climate Initiatives Borrowing	£9,064	£3,289	£19,449	£19,449	£19,449	£19,449	£13,415	
Potential Borrowing: Mossdale	£0	£0	£0	£11,649	£11,649	£11,649	£11,649	
TOTAL Borrowing Costs	£89,133	£81,185	£94,227	£99,290	£89,812	£86,920	£74,852	
Contingency	£0	£0	£0	£5,000	£20,000	£20,000	£20,000	
Capital Projects	£13,000	£13,000	£17,500	£25,700	£25,700	£30,700	£42,000	
TOTAL EXPENDITURE	£955,327	£981,266	£1,020,321	£1,080,809	£1,118,211	£1,153,322	£1,179,524	
Income from Hires/Fees	£176,292	£176,292	£159,146	£138,146	£135,243	£135,243	£135,243	
Non-Earmarked Reserves	-£3,000	-£3,000	£0	£0	£13,000	£30,000	£40,000	
(Balance of Reserves)	£78,952	£78,952	£78,952	£78,952	£91,952	£121,952	£161,952	
Net Precept	£776,035	£801,974	£861,175	£942,663	£995,968	£1,048,079	£1,084,281	
Band D (scaled Tax Base)	4,904.03	£158.24	£163.53	£175.61	£192.22	£203.09	£213.72	£221.10
% Increase	7.37%	N/A	10.97%	9.46%	5.65%	5.23%	3.45%	
Average % Increase	N/A	N/A	6.95%					
£5 Increase on Band D (% increase)	N/A	N/A	£163.24 3.16%	£168.24 3.06%	£173.24 2.97%	£178.24 2.89%	£183.24 2.81%	
Receipt			£800,555	£825,075	£849,595	£874,116	£898,636	



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

BUSINESS PLAN 2023/2024

Strategic Aims & Delivery Objectives

Town Council Mission

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

Mission Statement - We exist:

1. *to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town;*
2. *to provide a focus for civic pride;*
3. *to listen, identify and respond to agreed local needs; and*
4. *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

"Spectemur. Agendo" translates "Let us be Judged by Our Actions"

Strategic Aims and Delivery Objectives (2023/2024)

The Council has four Strategic Aims for the medium term, which are set out below. Each Aim is supported by specific delivery objectives for the year, which are reviewed and developed as part of the annual review of the Council's Business Plan and Capital Plan and the annual setting of the budget and Council Tax precept.

1. Protect and Enhance our Parks and Open Spaces

Aim: To invest in and maintain high quality urban green spaces for sport, recreation and play, while enriching the natural environment.

Delivery Objectives for 2023/2024:

- (a) Complete Phase 3 of the Shakespeare Park refurbishment: Playground;
- (b) open the New Shakespeare Pavilion building for use by the community;
- (c) support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque;
- (d) invest in Thorpe Astley Park Tennis Courts and deliver tennis initiatives to enhance participation;
- (e) continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park;
- (f) carry out repairs to the Culvert and Bridge at Mossdale Meadows; and
- (g) refurbish and enhance Impey Close Play Area and surrounding open space.

2. Provide Vibrant Community Facilities

Aim: To provide vibrant, accessible and cost effective community facilities, which continue to be used by and respond to the needs of our community.

Delivery Objectives for 2023/2024:

- (a) Deliver essential works on the Civic Centre building fabric; and
- (b) expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre.

3. Support and Connect the Local Community

Aim: To both nurture and enhance the Town's community life and connect our communities to reduce isolation and build community cohesion.

Delivery Objectives for 2023/2024:

- (a) Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events;
- (b) co-ordinate community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event – Thorpe Astley by the Sea;
- (c) develop Library events, initiatives and continue community engagement; including children's reading, heritage displays and arts & craft events; and
- (d) support the Local Area Coordination Project.

4. Respond to Climate Change and champion sustainable development

Aim: To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same.

Delivery Objectives for 2023/2024:

- (a) Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- (b) undertake surveys and produce Management Plans to enhance the biodiversity of our parks and open spaces;
- (c) support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian; and
- (d) work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.

Objectives

In addition to the Mission Statement and Strategic Aims and Delivery Objectives, the Council's Committees and Service Areas have operational objectives.

Planning and Environment Objectives

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the existing built environment and the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact from:
 - (a) traffic; and
 - (b) air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

Community Development Objectives

Nurturing and enhancing community life, equal opportunities and social inclusion.

Young people

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

Crime reduction services

3. Working with the Police, reduce opportunities for crime, increase public safety and establish a community spirit.

Social inclusion, recreation & culture

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities
10. To promote social inclusion

Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
4. To maintain usage of the Centres for the benefit of the community

Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution and climate change by planting trees on our parks



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

CAPITAL PLAN 2023/2024

The Council’s Capital Projects have been identified through emerging priorities, surveys and consultation, the Citizens’ Advisory Panel and the Council’s Committees. Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

Priority Projects for 2023/2024

Parks and Open Spaces Projects 2023/2024		
Park	Project	Notes/Finance
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project. Cost: £57,231 <i>External Grants, Annual Capital Budget, Section 106 & Earmarked Reserves.</i>
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	
Mossdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mossdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	Estimated: £150k <i>Borrowing</i>
Impey Close playground and Open Space	<ol style="list-style-type: none"> 1. Resurface playground with rubber mulch under play equipment and pathway. 2. Install new and replace vandalised equipment. 3. Improve paths, including gravel path “yellow brick road” and planting in surrounding open space. <i>Rubber tiles damaged and in places missing. Surfaces damaged/vandalised and pathways eroded.</i>	Estimated: £50k <i>External Grants, Annual Capital Budget & Section 106</i>

Community Centres Projects 2023/2024		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Fundamental to building integrity Estimated: £50k <i>External Grants, Annual Capital Budget & Reserves</i>
	Refurbish/Replace Fire Doors in Council Chamber, Fosse Room and Millfield Hall kitchen. <i>Doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Kitchens – replacement of Gas Cookers with Electric Cookers <i>CO2 monitor and annual inspection identifies them as not being to standard. When Gas safety due for renewal, advised likely to be condemned. Replacing with electric in context of solar PV installation will contribute towards carbon reduction.</i>	Estimated: £5k <i>Annual Capital and Maintenance Budgets</i>
	Millfield Hall and Council Chamber Floor stripping and revarnishing <i>Floors wearing and risk damage from use and liquid if not sealed and treated.</i>	Estimated: £5k <i>Maintenance Budget</i> See proposed replacement below (Medium to Long Term)
Thorpe Astley Community Centre	Install a hybrid air source heat pump. <i>To decarbonise Community Centre heating; 10% reduction of total Council emissions.</i>	Cost: £33k <i>External Grant & Borrowing (part)</i>

General Projects 2023/2024		
Project	Details	Notes/Finance
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	Scheduled to Complete May 2023 <i>External Grant & Borrowing (part)</i>

General Projects 2023/2024		
Project	Details	Notes/Finance
Installation of Electric Vehicle Charging points at community facilities	To provide fast charging for service users, hirers and staff who use an electric vehicle.	Scheduled to Complete May 2023 <i>Borrowing (part)</i>
Improvements to Cycle Lock-Up facilities at Community Centres	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage	Estimated: £5k <i>Maintenance Budget</i>

Short to Medium Term Projects (within the next 5 years)

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Mossdale Meadows & Merrileys	Replacement of Toddler swings (estimated end of life – medium risk)	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mossdale Depot and Sports Changing Rooms and installation of new electric heating and LED Lighting. <i>A Structural Survey has identified that the roof is deteriorating and isn't strong enough to hold solar panels (as recommended by the Carbon Audit). There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce carbon, energy use and costs.</i>	Estimated: £100k <i>External Grant, Annual Capital Budget & Section 106</i>
	Refurbishment of Changing Rooms and Sports facilities at Mossdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Mossdale Meadows & Merrileys <i>Continued</i>	Improve drainage on Lubbesthorpe Bridleway at Mossdale Meadows <i>Length of concrete bridleway, which slopes down from Shakespeare Drive to Mossdale Meadows floods and produces a heavy amount of surface water run off during heavy and prolonged rain causing flooding around the depot and football pitches, as well as on the bridleway.</i>	Schedule once Cycle Route open and Culvert replaced. Estimated: £50k <i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
	Drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook. <i>The car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route construction</i>	Estimated: £50k <i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
	Resurfacing of Mossdale Meadows car park with tarmac. <i>Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.</i>	<i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
Thorpe Astley Park	Refurbishment of Thorpe Astley Park Tennis Courts <i>Tap4tennis installed and income being generated. Perimeter fencing regularly vandalised and playing surface improvements would enhance the facility for users.</i>	Estimated £30k. <i>External Grant, Annual Capital Budget & Section 106</i>
Franklin Park	Widen and make improvements to path. <i>Path connects residential areas of the Town with local amenities and is well used. The path would benefit from being a shared use path to facilitate movements on foot and by cycling. The path was identified in the Blaby District Open Spaces Audit as substandard and in need of improvement.</i>	Once GCW Phase 2 Cycle Route open. Estimated £75k. <i>Explore external funding working with Walk & Ride Blaby.</i>

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
All Play Areas	Rolling programme of identifying and replacing play equipment and installing mulch safety surfaces where these are near end of life. <i>Most of the Council's play equipment and safety surfaces are over 10 years old, a significant amount of equipment is over 20 years old. Overall many Play areas risk deterioration and maintenance costs increasing if equipment and safety surfaces are not replaced on a rolling basis.</i>	Prioritise according to ROSPA reports, funding streams and increases in maintenance costs. <i>Annual Budgets</i>
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works is reactionary.</i>	Over a 5/6 year period undertake a rolling programme. <i>Annual Budgets</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Ravenhurst Room & corridor – new floor <i>Consider replacing carpet with laminate floor or similar for multiple uses and users and for cleaning.</i>	Schedule following Building Improvements Estimated £5k <i>Annual Capital Budget</i>
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Health & Safety Risk. Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	Consider through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
	<p>Council Chamber internal refurbishment:</p> <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting <p><i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i></p>	<p>Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i></p>
	<p>Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector.</p> <p><i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i></p>	<p>Estimated: £5k <i>Annual Capital Budget</i></p>
Thorpe Astley Community Centre	<p>Thorpe Astley main hall Mood Lights.</p> <p><i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i></p>	<p>Estimated: £5k <i>Annual Capital Budget</i></p>
Both Centres	<p>Installation of hearing loop systems in main rooms at both Community Centres.</p> <p><i>Item already included where refurbishment of specific rooms has been identified.</i></p>	<p>Rolling Programme from 2023/24. <i>Annual Budgets</i></p>
	<p>Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall.</p> <p><i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i></p>	<p>Estimated: £6-9k <i>Annual Capital Budget</i></p>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Civic Centre and Franklin Park Car Parks	<p>Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks.</p> <p><i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i></p>	<p>Estimated: £80k <i>Annual Capital Budget & Reserves</i></p>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	Estimated: £3k <i>Annual Budgets</i>
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years. Focus on Notice Boards on Council land in 2022/2023 <i>Annual Budgets</i>
Improved Signage in and around Community Buildings	Signage outdated, not dementia friendly. Sometimes signage not relevant, sometimes doesn't sign/advertise new services. Creation of Corporate Image.	Schedule after Civic Centre improvements. External signs may need planning permission. Estimated: £3-5k. <i>Annual Capital Budget</i>

Medium to Long Term Projects (within the next 10 years)

Medium to Long Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Franklin Park	Improvement items identified by the Franklin Park Working Group: creation of path in orchard (to enable access to lower part when the ground is water logged)	Estimated: £10k <i>External Grant & Annual Capital Budget</i>
Mossdale Meadows & Merrileys	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	Estimated: £10k <i>External Grant & Annual Capital Budget</i>
	Possible resurfacing of footpaths	<i>External Grant & Annual Capital Budget</i>

Medium to Long Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources and roof replacement Estimated: £10k <i>Annual Capital Budget</i>
	Civic Centre Kitchens refurbishment <i>Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance</i>	Estimated: £30k <i>External Grant & Annual Capital Budget</i>
Civic Centre <i>Continued</i>	Millfield Hall and Council Chamber Floor replacement <i>Wooden floors 40 years old and maintenance costs are high. Need to replace with modern low maintenance flooring.</i>	Estimated: £50k <i>External Grant & Annual Capital Budget</i>
	Millfield Hall – Creation of small external storage area next to the Millfield Hall and kitchen for furniture. <i>Providing space for hirers. This can be accommodated by relocating the bin store since the mini-bus compound is no longer in use.</i>	Estimated: £10k <i>Annual Capital Budget</i>
	Refurbishment of Millfield Hall Stage Area. <i>Lighting Box, sound system and casing old and constantly needs adjusting, difficult for hirers to use. Stage lighting needs upgrading to LED – can't get replacement bulbs.</i>	Estimated: £30k <i>Annual Capital Budget</i>

*Adopted by Council 26th January 2023 (Minute Reference 6093).
Updated by Council 29th June 2023 (Minute Reference 6145).*

APPENDIX 4 – RESERVES

The table below summarises the balances at the beginning and end of the 2022/23 financial year:

Table A – Balances 1st April 2022 – 31st March 2023	
1. Balances brought forward	£286,317.22
2. (+) Annual precept	£720,356.00
3. (+) Total other receipts	£338,512.47
4. (-) Staff costs	£544,101.77
5. (-) Loan interest / capital repayments	£82,433.06
6. (-) Total other payments	£504,210.64
7. (=) Balances carried forward	£214,440.22

The table below summarises the current reserves and intended uses:

Table B – Reserves 2023/2024			
		Start of Year	Current*
Earmarked Reserves	<i>Shakespeare Pavilion Works</i>	£19,888.81	£0.00
	<i>Shakespeare Playground</i>	£6,678.00	£15,830.00
	<i>Carbon Reduction Initiatives</i>	£0.00	-£20,853.13
	<i>Civic Centre Capital Projects</i>	£95,910.91	£39,693.59
	<i>Shakespeare Park Sports Clubs</i>	£1,692.51	£1,107.51
	<i>Community / Social Inclusion Projects Grant</i>	£9,500.00	£10,248.50
	<i>Balance Budget 2023/24</i>	£3,000.00	£3,000.00
	<i>Gateway Signage</i>	£2,500.00	£2,500.00
	<i>Defibrillators</i>	£500.00	£500.00
	<i>Town Mayor's Charity</i>	£3,939.42	£361.64
	Total Earmarked Reserves	£143,609.65	£52,388.11
Non-Earmarked Reserves	<i>Commutated Sums</i>	£47,375.12	£47,375.12
	<i>General Fund</i>	£23,455.45	£317,910.17
	Total Balances	£70,830.57	£365,285.29
Balance of Reserves		£214,440.22	£417,673.40

* Dated 30th September 2023.

BRAUNSTONE TOWN COUNCIL

CITIZEN'S ADVISORY PANEL – 30th NOVEMBER 2023

Item 8 – Draft Climate Change & Environmental Action Plan

Purpose

To consider a proposed annual action plan to deliver the Climate Change and Environmental Strategy's Objectives.

Background

On 23rd September 2021, the Town Council adopted a Climate Change and Environmental Strategy. Underpinning the Strategy is the need to take action and Chapters 7 and 8 set out details of the annual action planning and monitoring process, including the need to set appropriate timescales for review, depending upon the size and scale of the actions to be delivered.

The Strategy requires that Policy & Resources Committee will seek the input of the Council's Community Development Committee, Planning & Environment Committee and Citizens' Advisory Panel, particularly in respect of

- (a) Supporting the Local Community
- (b) Protecting and Enhancing Green Spaces.

(extract attached at Appendix 1).

Review of the Action Plan

Due to timescales and the need to deliver some large Capital Projects, the first Climate Change & Environmental Action Plan, attached at Appendix 2, covered a period of 22 months. This Action Plan was developed following a Carbon Audit of the Council's activities and included 9 of the 11 recommendations of the Carbon Audit. The intention is to review the Action Plan on an annual basis and an update on delivery of the projects is included in the *Timescales for Delivery* column.

Timescales

Following consideration by the Standing Committees and the Citizens' Advisory Panel, Policy & Resources Committee on 11th January 2023 will review and update the Action Plan and adopt it for the next financial year (April 2024 to March 2025).

Once the final action plan is agreed, recommendations can be made to Council to update the Capital Plan accordingly.

Action Requested

With reference to the Chapters at Appendix 1, and the current Climate Change and Environmental Action Plan, attached at Appendix 2; the Panel are invited to identify whether there are specific actions which should be considered for inclusion as part of the annual review of the Climate Change and Environmental Action Plan.

4. SUPPORTING THE LOCAL COMMUNITY

OBJECTIVE: Promote and encourage awareness and action on climate change, environmental protection and recycling by local residents, businesses and community organisations.

Braunstone Town Council actively supports the objective of Blaby District Council and Leicestershire County Council for the Town, District and County to become carbon neutral no later than 2050.

Being "carbon neutral" means that the carbon dioxide emitted by all the activities in the community, be they individual, domestic, commercial, industrial or transport related, are removed by some other means.

The Council will seek to provide leadership at a local level, including in partnership with the principal Councils (including the City Council) and other organisations, to support our community to respond to the climate change agenda; this includes:

- (a) raising awareness of and promoting "local"; be it local businesses and retail or local producers;
- (b) raising awareness of existing cycling and walking routes around the Town, particularly to community facilities, leisure facilities, employment locations, schools and neighbourhood parades;
- (c) supporting and facilitating initiatives to improve cycling and walking routes in order to provide sustainable transport connections between the various communities, facilities and services in our Town and also between the Town and the City Centre, Fosse Park, railway stations, bus stations and other surrounding retail and employment areas;
- (d) support and promote initiatives to improve air quality, recognising the importance of also preventing a deterioration in air quality in the context of the new developments at Lubbesthorpe and in and around the Motorway Retail and Employment Area;
- (e) supporting and promoting initiatives which help residents make sustainable life style choices; such as using low or zero carbon energy and transport,
- (f) support and promote efforts by the principal Councils for the Town to reduce its waste and recycle more; and
- (g) provide opportunities for residents to recycle more of their waste when visiting the Town's parks & open spaces and community facilities and work with the District Council to increase provision across the Town.

The long term aim will be for Braunstone Town to reach "net-zero". "Net-zero" means that all activities in the Town emit no carbon dioxide into the atmosphere.

In the medium term the Town Council will need to assess where and how its residents access services, employment and education. The Town Council will need to work with the District and County Council's, as well as with the City Council, to either ensure this can be accessed by sustainable transport or alternatively can be provided for in the community.

6. PROTECTING AND ENHANCING GREEN SPACES

OBJECTIVE: To protect and enhance the town's Green spaces, promote and encourage tree planting, and seek to increase and enrich biodiversity.

The Town Council is responsible for most of the Town's Parks and Open Spaces. These urban green spaces not only provide for sport, recreation and play but also for an enriched natural environment protecting the Town from and mitigating the effects of climate change and air pollution.

The Council will:

- (a) help fight pollution and climate change by planting trees on our parks;
- (b) produce an Environment and Biodiversity Strategy for our Parks and Open Spaces, which will set out the Council's approach to tree planting and maintenance, along with the Council's commitment to enhancing and enriching biodiversity;
- (c) reuse more of the waste generated from the maintenance of our parks and open spaces (e.g. tree and hedge clippings and grass cuttings) to enhance the biodiversity and environmental aspects of our parks and open spaces;
- (d) where we cannot reuse the waste ourselves, develop arrangements where the waste could be reused by others, composted or recycled;
- (e) identify measures for the management of our land and assets, which reduce the likelihood of flooding and provide for a rolling programme of water course maintenance as part of the annual winter works programme;
- (f) encourage the involvement of local residents, particularly young people and schools, in projects and initiatives to enhance the natural environment; and
- (g) source materials, including play equipment, which is durable and long lasting, made from sustainable sources and compliments the natural environment.

In the medium term the Council will consider reviewing access to and provision of green space across the Town. In the long term the Council, in partnership with the District and County Councils, will need to develop plans to enhance the built environment across the Town, including tree planting, protecting hedgerows and encouraging wild flower and biodiversity.



BRAUNSTONE TOWN COUNCIL CLIMATE CHANGE & ENVIRONMENTAL ACTION PLAN JUNE 2022 – MARCH 2024

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Install solar PV identified in the Carbon Audit.	1. Reduction in Carbon footprint of approx.18%; 2. significant savings with energy costs set to rise significantly.	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Significant financial resources to purchase and install (potentially over £100k) Consider working with partners.	1. Older roofs may need reinforcing; 2. Legal arrangements for the library building are complex.	1.Structural surveys of roof condition; 2.remedial action if necessary; 3.tender exercise; 4.obtaining finance.	April 2022 to March 2023. Delivered at Community Centres August to October 2023	High
Insulate roof at Mosssdale Meadows Changing Rooms/Depot	1. Capital Plan item; 2. Prevent energy wastage.	Reduce costs	Estimated below £10k	Roof not good quality and may need replacing or upgrading	1.Roof condition survey; 2.Obtain quotes	2023/2024 Outstanding recommend 2024 - 2026	Medium
Install smart meters	For ongoing analysis of the buildings' energy performance.	Provide consumption figures for reviewing the Carbon Audit in 2024.	None	None	Arrange with supplier	October 2022 Library Complete. Recommend October 2024	High

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Upgrade the electric heating at Mosssdale Meadows Changing Rooms/Depot	Maximise heating efficiency	Reduce costs	Estimated below £10k	Capital Plan item for refurbishment of changing facilities.	1. Assess deliverability with wider improvements; 2. Obtain quotes.	2023/2024 Outstanding recommend 2024 - 2026	Medium
Install LED lighting at Mosssdale Meadows Changing Rooms/Depot	Energy efficiency and Carbon reduction	Reduction in carbon footprint and reinvestment of savings	Estimated below £5k	Capital Plan item for refurbishment of changing facilities.	1. Assess deliverability with wider improvements; 2. Obtain quotes.	2023/2024 Outstanding recommend 2024 - 2026	Medium
Encourage walking, cycling, and working from home	Reduced pollution and carbon emissions	1. Reduction in carbon; 2. Healthy living; 3. Work/home life balance	Dependent on individual actions	Limited impact on carbon footprint due to numbers and occasions	1. Improvements to Cycling facilities Capital Plan item 2. Strategy delivery objectives 4(b) & 4(c) 3. Develop Working at home policy & procedure 4. Join Bike to work scheme	2022/2023 Item for Capital Plan Review Ongoing Scheduled for 2024 Completed	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Encourage walking, cycling, and working from home <i>Continued</i>					5. Produce / provide information guides and maps for cycling and walking routes	2023/2024 Recommend 2025/2026	Low
Purchase renewable electricity	To help decarbonise buildings and transport	Community Leadership	Unit rate may be slightly higher	Limited global impact due to supply issues	Swop supplier at contract renewal	2024/2025 Completed	Low
Install a hybrid air source heat pump at Thorpe Astley Community Centre	Decarbonise Community Centre heating; 10% reduction of total Council emissions.	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Significant financial resources to purchase and install (potentially £50k to £100k)	Finance	1. heat loss calculation 2. tender exercise 3. obtaining finance	April 2022 – March 2023 Completed August 2023	High

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Replace parks diesel pick-up trucks with electric or hybrid	Reduced pollution and carbon emissions	1. reduced pollution on parks & open spaces; 2. fuel cost savings	Vehicles leased so no up front cost, although maybe slightly higher lease cost	1. Leases in place 2. Limited market availability	1. Review operational working arrangements 2. Review availability at renewal; 3. if limited consider shorter lease period.	2024/2025 Recommend 2028/2029	Medium
Installation of Electric Vehicle Charging points at community facilities and parks depot	To provide fast charging for service users, hirers and staff who use an electric vehicle.	1. Electric vehicle becomes an option; 2. modest Income generation	Approximately £50k Consider working with partners.	Installation works could be significant at some locations.	1. Tender exercise 2. Identifying finance	June 2022 – March 2023 Delivered at Community Centres May to July 2023	High
Continue to reduce our waste and recycle more	To reduce overall carbon footprint and pressure on landfill.	Provides residents, users and staff with opportunities to recycle and therefore reduce waste.	Cost of new bins	1. capacity and finance to upgrade receptacles; 2. encouraging use and correct use.	1. Review receptacles in rooms, offices and kitchens and make more high profile	Rolling programme from 2022 to 2024 Due to complete	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Continue to reduce our waste and recycle more <i>Continued</i>					2. provide recycling receptacles on parks 3. Work with District Council and others to increase opportunities for residents to reuse and recycle more items	2023/2024 Due to complete 2026 Recommend Ongoing to 2028	
Commission a study of the Council's Parks & Open Spaces in order to develop a Management Plan to deliver the objectives in the Environment & Biodiversity Strategy	To assess opportunities for the expansion of tree provision, and their nature and biodiversity potential, including wildlife and woodland corridors	1. To help fight pollution and climate change. 2. To stop the loss of habitats and to protect and enhance both nature and biodiversity.	Cost of commissioning the study and developing an action plan.	Large study of 32 hectares of land, which is split into several parcels and includes varied use – may need to focus in on specific areas.	1. Identify areas for study 2. Commission study 3. Include an Audit of Wildlife Corridors to produce a map of Wildlife Corridors 4. Develop Management Plan	August 2022 to July 2023 Study scheduled for Spring 2024 Recommend 2024/2025	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Commission a study of the Council's Parks & Open Spaces <i>Continued</i>					5. Consider objective to install Bird Boxes on newly planted trees with. Children from the area painting the boxes as an activity.	Recommend 2024 onwards	
Develop and implement sustainable Procurement objectives	No occasion should be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works	Supporting sustainable supplies and suppliers for the long term benefit of both the Council and the Community	None specific, however, implementation of sustainable Procurement objectives in the short to medium term may increase the overall cost of procurement.	None to the Objectives; however, implementation could be difficult where there is limited choice.	1. Initially prioritise implementation for new contracts and suppliers. 2. Roll out to all contractors and suppliers	January 2023 – March 2023 Delivered 2023/2024 Scheduled 2024/2025	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Develop Sustainable Planning Policies	To ensure that new development and changes to existing development include carbon reduction measures and measures to mitigate any adverse impact on the environment and air quality.	The Community and residents benefit from carbon and energy efficient properties.	Committee and Officer time developing policies and liaising with the Planning authority to ensure they could be delivered through the development control process.	National Planning Policy Framework, legislation and the District Local Plan may not provide for or may limit sustainable conditions being considered as part of the planning process.	<ol style="list-style-type: none"> 1. Consider potential sustainable planning policies 2. Check deliverability 3. Feed into local plan review and development control consultations 	2023 Recommend 2024	Medium

Approved by Policy & Resources Committee, 28th April 2022; updated 16th June 2022.

BRAUNSTONE TOWN COUNCIL

CITIZEN'S ADVISORY PANEL – 30th NOVEMBER 2023

Item 9 – Braunstone Village Conservation Area Extension

Purpose

To receive an update on progress with proposals to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.

Background

On 9th September 2021, Braunstone Town Council's Planning & Environment Committee received a report from the Braunstone Town Heritage Warden concerning the merits of designating as a conservation area, the area of Braunstone Village to the south of Braunstone Lane to coincide with the already designated conservation area within the Leicester City boundary and resolved to make representations to Blaby District Council in support of the proposal.

On 4th November 2021, the Committee received a draft Character Appraisal of Braunstone Village prepared by the Heritage Warden and determined that a public consultation should be undertaken on the proposals.

Between December 2021 and January 2022, a residents' survey was held to ascertain whether there would be general support for a conservation area. Citizens Advisory Panel were consulted and a survey was delivered to properties in Braunstone Village on both sides, the survey was also sent to partners and included in the December 2021 Braunstone Life.

The Planning & Environment Committee received the survey results on 10th March 2022. 38 responses were received (all in favour); 2 felt the proposed boundary should be different and 1 felt the proposed Character Appraisal didn't fully recognise the special character of the area.

On 5th May 2022, Planning & Environment Committee received and approved a proposed timetable for the next stages of the process to consider. Unfortunately, the approved programme did not commence, due to capacity issues at the District Planning Authority and at Leicestershire County Council's conservation team.

As a result on 25th August 2022, to move the appraisal process forward, the Planning & Environment Committee resolved to suggest to Blaby District Council that Leicester City Council be approached to undertake the appraisal review alongside their review of the existing conservation area within their administrative boundary.

In December 2022, it was confirmed that Leicester City Council could support the project. In addition to providing expertise this would also ensure that both Conservation Area reviews were aligned.

In February 2023, Leicester City Council advised they had delayed the review of the existing Braunstone Village Conservation Area due to other pressing matters.

In April 2023 Leicester City Council advised they were planning a review of the Braunstone Village Conservation Area in the Summer of 2023. This was subsequently delayed to the Autumn of 2023. The City Council were planning to incorporate the Braunstone Town/Blaby District proposal to extend the conservation area to the South of Braunstone Lane in the consultation.

Proposed Review

An “Inception Meeting” was held on Wednesday 8th November 2023, which was attended by the Town Clerk, representatives of both the Planning Policy and Development Services teams at Blaby District Council, and representatives from Leicester City Council’s conservation team, who manage the existing Braunstone Conservation Area.

The purpose of the meeting was to discuss the scope, timescales and process for evaluating whether there is a case to designate the area of Braunstone Village to the south of Braunstone Lane/Main Street as a Conservation Area, which would be complementary to the existing Braunstone Conservation Area in protecting and enhancing the special character and appearance of Braunstone Village.

The City Council conservation team will provide all technical support to facilitate the evidence gathering and appraisal process. The team will use existing evidence and work, including the appraisal undertaken by the Town’s Heritage Warden in 2021. The team will also be able to assess the responses to the initial survey undertaken by the Town Council in December 2021/January 2022. Everyone around the table agreed that this work was not wasted and that it has helped begin the process of considering the Conservation Area designation.

Ultimately the evidence and work will need to be legally defensible and robust in planning terms. Any Conservation Area will need to be managed and there must be robust evidence for further restrictions on permitted development rights if these are included. These restrictions must be relevant and essential to protect the special character and avoid undue burdens on residents. Leicester City Council’s conservation team have the technical knowledge to carry this out including in relation to the process and legislation.

Once the above work has been carried out, should there be evidence to support a designation, a draft appraisal will be developed for public consultation. The consultation will be a statutory consultation carried out by Blaby District Council and supported by Braunstone Town Council. The Town Council will support the consultation process using its communications channels, premises and the Citizens’ Advisory Panel.

Following the consultation period, the results will be assessed. A recommendation, based on the evidence gathered, the appraisal, and the consultation results, will then be made to Blaby District Council who will determine whether or not to designate the Town/District side of Braunstone Village as a Conservation Area, and if so the area for designation.

Outline Work Programme

The following outline timetable has been produced:

- Four to six weeks for production of draft documents.
- Two to four weeks for internal checking.
- Six to eight weeks suggested for public consultation.
- Four to six weeks suggested for assessing consultation responses and revising documents for final approval.

Braunstone Town Council will be involved at certain key stages in the process.

Blaby District Council will determine the consultation responses and the proposed character appraisal and boundary through its own constitutional processes, which will include determining whether to make a recommendation to its Council to designate a conservation area.

Action Requested

Note the update, outline work programme and proposal for Citizens' Advisory Panel to input into the formal consultation process.

BRAUNSTONE TOWN COUNCIL

CITIZEN'S ADVISORY PANEL – 30th NOVEMBER 2023

Item 10 – Arrangements for Commemorating 80th Anniversary of D-Day in June 2024

Purpose

To share ideas and consider proposals for commemorating the 80th Anniversary of D-Day in June 2024.

Background

On 6th June 2024 the international community will commemorate the 80th Anniversary of the Normandy Landings in France. Also known as D-Day, the historic operation saw the Allied Forces mount a large-scale invasion of Nazi-occupied France that ultimately tipped the course of the Second World War in the Allies' favour.

Community Development Committee on 5th October 2023 considered how the Town Council could support the commemoration of the 80th Anniversary of D-Day, including its coordination role and support for community groups to organise events.

The Community Development Committee agreed the following:

1. *That adaption of existing lights in Memorial Garden be undertaken; to provide a suitable commemoration in lieu of lighting a beacon for the anniversary and for other appropriate events in the future.*

The Memorial Garden based at Braunstone Civic Centre, has lighting installed to light the poppy cascade for the annual Armistice Service. Modifications to the lights to attach temporary foil covers, could provide colour for the 80th Anniversary of D-Day to light up the Civic Centre. This option is unlikely to be particularly expensive to accommodate. Red foils could be temporarily attached to the lights in the memorial garden to reflect "the ultimate sacrifice undertaken on the Beaches of Normandy and throughout WWII as a whole". For future events, the coloured foils can be removed or changed to suit the particular service or commemoration.

2. *That Poppy seeds be sown in suitable locations to commemorate the Anniversary; to provide an ecological and long-lasting commemoration of the anniversary on the Council's Parks and Open Spaces and/or in other locations.*

The locations could include the Town Council's parks & open spaces, gateways to the Town, Civic Centre Memorial Garden; or with permission of the relevant authority, the centre of the Kingsway or on roadsides.

3. *That local history and veterans' groups be contacted to invite them to work with the Town Council on commemorative ideas and activities; to utilise local experience and knowledge of historical events and enhance any proposals undertaken by the Town Council to commemorate the Anniversary.*

It is important to acknowledge the importance and strong connection that Braunstone Town and Thorpe Astley had to the D-Day landing operation. A local commemoration could be focused on the connection with Braunstone Town and Thorpe Astley with the 82nd Airborne Division that was stationed on Braunstone Park and took part in the D-Day landing.

An informal meeting is due to be held on 23rd November 2023 with representatives from Braunstone Community Life, Braunstone Heritage Archive Group and RAFA to discuss. An update will be provided at the Panel meeting.

4. *That a mini programme of events, based on the same criteria as the main Programme of Events, be made available for local community groups to arrange suitable events; to promote and support events organised by community groups to commemorate the Anniversary.*

Community groups may wish to arrange their own events to commemorate the anniversary, the Town Council may support a Mini programme based on the same criteria as the main Programme of Events organised by the Town Council.

5. *That a budget £1,000 be considered in the annual budget 2024/2025 for a small grant scheme to be made available for community groups to apply to for funding events; to provide financial support to community groups wishing to organise events.*

The Council has agreed it will provide a small grant scheme of up to £200 per group, for local community groups to apply to for support.

A further report will be submitted to the next meeting of the Community Development Committee on 7th December 2023 to agree details of a potential programme and the support offered to the groups.

Action Requested

1. To consider options for commemorating the 80th Anniversary of the D-Day Landings in Normandy.
2. Consider what events the Council could arrange, or support the community to arrange, to commemorate this occasion.